

PUYALLUP TRIBAL HEALTH AUTHORITY

JOB ANNOUNCEMENT

JOB TITLE:	CDP Counselor (Chemical Dependency Professional)	REPORTS TO:	Treatment Center Director
TEAM:	Behavioral Health Services	DEPT:	Treatment Center
FLSA STATUS:	Exempt	GRADE:	6
OPEN DATE:	October 21, 2008	CLOSE DATE:	November 3, 2008

GENERAL FUNCTION: Provide counseling services to patients, families, and significant others with chemical dependency needs.

ESSENTIAL JOB FUNCTIONS:

- C Manage a full caseload of PTHA Treatment Center patients with alcohol/chemical dependency needs.
- C Perform comprehensive assessment of patient's chemical dependency condition utilizing approved and standard testing instruments.
- C Develop and conduct individualized treatment plans pursuant to ASAM, WAC, and CARF Standards.
- C Provide one-on-one and group counseling services.
- C Refer patients to medical, dental, mental health, and traditional healing resources and monitor activities and effects.
- C Establish and maintain electronic patient case files ensuring current quality standards as required by WAC, CARF, IHS, and other contracts.
- C Refer patients to educational, vocational, and occupational community resources and monitor activities and effects.
- C Interact by phone, in-person, and in writing with state agencies, judicial systems, legal resources, insurance companies, and others as required.
- C Develop and present alcohol/chemical dependency educational sessions for individuals and groups.
- C Participate in on-call duties as scheduled.
- C Actively promote healthy lifestyle options in the community.
- C Maintain professional certifications and keep current on alcohol/chemical dependency counseling techniques and practices.
- C Participate in fire/emergency drills as scheduled.

MINIMUM REQUIREMENTS (EDUCATION AND EXPERIENCE): Current Chemical Dependency Professional (CDP) license required, as per WAC 246-811. Two (2) years experience counseling in alcohol/chemical dependency preferred. ADAFTA experience a plus.

KNOWLEDGE, SKILLS AND ABILITIES: Sensitivity to and knowledge of Indian customs, traditions, and

culture. Knowledge of the basis for individual and family dysfunction caused by chemical dependency. Knowledge of the continuum of care phases. Skilled at using various counseling techniques. Strong communication skills. Strong organization and time management skills. Excellent interpersonal and counseling skills. A caring approach to people and proven ability to create trusting relationships. Ability to work under stressful conditions and with unstable individuals. Excellent documentation and case management skills and knowledge. Familiarity with various referral and funding sources.

AGE SPECIFIC RESPONSIBILITIES: All patients at least 18 years old. Must be able to demonstrate knowledge, skill and ability necessary to provide care to specific age groups served in his/her assigned area.

INFECTION CONTROL RESPONSIBILITIES: Use established procedures for handling urinalysis samples. Follow facility policies and attend in-services as appropriate.

SAFETY RESPONSIBILITIES: Current certificates required in First Aid and CPR. Follow facility policies and attend in-services as appropriate.

ROLES IN THE HAZARDOUS MATERIAL PROGRAM: Follow facility policies and attend in-services as appropriate.

ACTIVITIES UNIQUE TO THE WORK SETTING OF THIS POSITION: Occasional exposure to unstable individuals. Work is performed on a Native American Indian Reservation in an urban environment.

SUPERVISORY RESPONSIBILITIES: None

MACHINES, TOOLS, EQUIPMENT AND/OR OFFICE MACHINERY UTILIZED: Standard office equipment and computer programs.

WORKING CONDITIONS: Work is primarily performed indoors on the premises of the Treatment Center. Some evening work required.

PHYSICAL REQUIREMENTS: Extended periods of sitting, walking, some bending, reaching, or stretching. Keyboard operation and computer monitor viewing for extended periods.

TO APPLY: A PTHA employment application is required (resume optional). Please submit completed applications to the Human Resource Department prior to the closing date. **Indian preference by law.**
Phone: (253) 593-0232 ext 516 Fax: (253) 593-3479 Email: hr@eptha.com Website: www.eptha.com

PTHA-Human Resource Department
Kwawatchee Counseling Center, bldg #4, 1st Floor
2209 E 32nd St
Tacoma, WA 98404

Because of the large number of applications that may be received, not everyone who applies for a vacant position will necessarily be interviewed, only those interviewed will receive notification when the position is filled or closed.

**THE PTHA IS A ALCOHOL/DRUG FREE WORKPLACE
SMOKE-FREE ENVIRONMENT**